

SECRET
(WHEN FILLED IN)

FROM: (Headquarters component) SE/CI		SUBJECT AND PROJECT FILE REQUEST AND FIELD NOTIFICATION OF ACTION								
TO : IP/AN										
TO : (Station/Base)		FROM: (Division) SE								
INFORMATION FOR REQUESTERS										
COMPLETE ITEMS 1 THROUGH 12. ITEM 3-ALL FILE TITLES MUST BE STERILE SINCE THEY WILL APPEAR ON THE FIELD COPIES AND ON MACHINE LISTS. ITEM 6-ALL REMARKS MUST BE STERILE. ITEM 7 AND 8-USE FIRST THREE LETTERS OF DISPATCH SYMBOLS FOR FIELD STATIONS AND LIST HEADQUARTERS ELEMENTS ACCORDING TO ESTABLISHED NUMERIC CODES.		ITEM 10-ENTER OLD TITLE WHEN AMENDING A TITLE. CITE ANY FILES, SUCH AS 201 OR PROJECT FILES THAT ARE RELATED TO THE FILE COVERED BY THIS REQUEST. ITEM 10 MAY ALSO BE USED TO GIVE REASONS FOR THE ACTION BEING REQUESTED. TO IDENTIFY THE TYPE OF MATERIAL TO BE PLACED IN A FILE OR TO MAKE OTHER EXPLANATORY REMARKS. ITEM 11-A RECORDS OFFICER MUST SIGN ALL FILE ACTION REQUESTS. CONSULT YOUR RMO ON ANY PROBLEMS THAT ARISE.								
INFORMATION CONCERNING FILE										
1. TYPE OF FILE <input checked="" type="checkbox"/> SUBJECT <input type="checkbox"/> PROJECT		2. CODE (FILE) NUMBER <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">COUNTRY NUMBER 74</td> <td style="width:33%;">CATEGORY NUMBER 120</td> <td style="width:33%;">SPECIFIC SUBJECT NUMBER 64</td> </tr> </table>			COUNTRY NUMBER 74	CATEGORY NUMBER 120	SPECIFIC SUBJECT NUMBER 64			
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3. FILE TITLE (SPECIFIC SUBJECT) (PROJECTS LIMITED TO 15 SPACES) <div style="text-align: center; padding: 10px;"> REDCAP GUIDANCE AND SUPPORT </div>										
ACTION REQUIRED										
4. ANALYSIS ACTION <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">OPEN FILE</td> <td style="width:50%;"><input checked="" type="checkbox"/> CLOSE FILE (INDICATE DISPOSITION)</td> </tr> <tr> <td>AMEND FILE TITLE</td> <td>REOPEN</td> </tr> </table>		OPEN FILE	<input checked="" type="checkbox"/> CLOSE FILE (INDICATE DISPOSITION)	AMEND FILE TITLE	REOPEN	5. DISPOSITION <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input checked="" type="checkbox"/> RETAIN</td> <td style="width:50%;">DESTRUCTION RECOMMENDED THRU (DATE)</td> </tr> </table>			<input checked="" type="checkbox"/> RETAIN	DESTRUCTION RECOMMENDED THRU (DATE)
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6. REMARKS (FOR FIELD DISTRIBUTION) <div style="text-align: right; padding-right: 50px;"> DECLASSIFIED AND RELEASED BY CENTRAL INTELLIGENCE AGENCY SOURCES/METHODS/EXEMPTION 9828 NAZI WAR CRIMES DISCLOSURE ACT DATE 2007 </div>										
7. INTERESTED STATIONS (PROJECTS ONLY)		8. INTERESTED HEADQUARTERS DESK (LIST ACTION DESK FIRST) <div style="text-align: center;"> </div>								
9. FILES ACTION										
<input type="checkbox"/> HOLD IN CS FILES	<input type="checkbox"/> RESTRICTED	<input type="checkbox"/> UNRESTRICTED	<input type="checkbox"/> PREPARE FOLDER AND SEND TO REQUESTER	<input type="checkbox"/> CHARGE PERMANENTLY TO (OFFICER & DESK)						
10. COMMENTS (INCLUDE SPECIAL HEADQUARTERS ROUTING INSTRUCTIONS)										
11. ENDORSEMENT SIGNATURE OF BRANCH/DESK R. O. <div style="text-align: center;"> 1 RO #200 </div>		12. COORDINATION SIGNATURE OF BRANCH/DESK R. O. (WHEN APPLICABLE)		13. RID APPROVAL REQUEST APPROVED BY <div style="text-align: center;"> </div>						
EFFECTIVE DATE <div style="text-align: center;"> September 23, 1975 </div>		CODE (FILE) NUMBER <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">74</td> <td style="width:33%;">120</td> <td style="width:33%;">64</td> </tr> </table>			74	120	64			
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